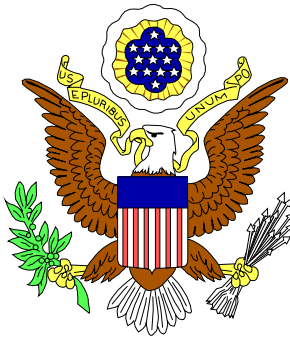


**UNITED STATES  
PROBATION DEPARTMENT  
EASTERN DISTRICT  
OF MICHIGAN**

**INTERNSHIP PROGRAM**



**GOAL**

The goal of the U.S. Probation Department Internship Program is to provide students with the opportunity to work in a federal agency where they may obtain experience in the field of corrections and gain knowledge of the criminal justice system and the individuals who are processed through it. The student's role will be that of trainees, with the expectation that they will conduct themselves as staff members adhering to the policies and procedures of the Probation Department.

**CONDITIONS**

The length of the internship period should be at least 10 to 15 weeks, but will not exceed 52 weeks. The intern should work a minimum of 15 hours per week, the hours being based on the number of credits. During the internship period, one or more probation officers will supervise the student. The officers will insure that the intern is exposed to the many aspects of a probation officer's job. As the officers are ultimately responsible for all work submitted to the Court, they will review the work of the intern and sign all written reports. The officers will also meet with the intern and faculty liaison to confirm that they meet the goals of the Probation Department and school.

**REQUIREMENTS**

The student must have the equivalent of at least junior status and an above average grade point. The field of study should be in the social sciences or related field. Additionally, the student should have an interest in the field of corrections as a career.

The student should be at least twenty years old and no more than thirty-five years old, be a United States citizen or eligible to work in the United States, possess a valid driver's license and have access to a motor vehicle. In addition, the student will need to provide personal, employment and academic references. Writing skills and the ability to work under deadlines are areas that will be scrutinized.

The applicant will be interviewed to determine if he or she meets the criteria and if the U.S. Probation Department is the appropriate placement for the student. The interview will be similar to that of an applicant for a full-time paid position. Questions will include inquiries into the student's interest in the profession, reasons for applying for the position in addition to queries regarding his or her background.

Before starting as an intern, the student will be asked to sign release of information forms. A background investigation, which includes a criminal record check, will be conducted. The student will also be required to sign "Acknowledgment of Gratuitous Service and Waiver."

**TO APPLY**

Send resumes with cover letter, transcript and letters of reference to Lisa Nelipovich, U.S. Probation Officer, Theodore Levin United States Courthouse, 231 W. Lafayette, Room 901, Detroit, Michigan 48226. For more information, telephone (313) 234-5274.

Additional information about the Federal Courts can be found at [www.uscourts.gov](http://www.uscourts.gov) and about probation in the Eastern District of Michigan at [www.miepcourts.gov](http://www.miepcourts.gov).